

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION ☐ UNCLASSIFIED

**Part I - Items 1 through 12 to be completed by department head or personnel office.**

1. Agency Name Department for Children and Families		9. Position No K0230472		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) PSE – Adoption Program Manager	
3. Division Prevention and Protection Services				12. Proposed Class Title	
4. Section Family Services		For  Use  By  Personnel  Office	13. Allocation		
5. Unit Permanency			14. Effective Date		
6. Location (address where employee works)  City Topeka County Shawnee			15. By	Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:		Position Number	
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:			

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Brenda Woods	Public Service Executive II	

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Brenda Woods	Public Service Executive II	

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed under general direction, requiring initiative and independent judgement. Verbal and written assignments are general and outcome oriented.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
50%	E	<p>The adoption program manager takes a lead role in the adoption program. This includes training and technical assistance to the case management providers responsible for children with parental rights terminated and case plan goal of adoption. Maintains knowledge on best practice for special needs adoption and general knowledge of PPS policy and procedures. Provides interpretation of state and federal adoption policy. Writes, reviews, and edits adoption policy for the agency.</p> <p>Takes the lead role for the adoption exchange contract. Assists in the development, design and coordination of the issuance of the request for proposal which reflects best practice and adherence to state and federal policy. Assists with the review of proposals and implementation of new contracts. Maintains program information and makes recommendations regarding contract renewal.</p> <p>Takes a leadership role through direct or indirect management of projects related to the adoption program and contracts. Participates in PPS policy workgroup, Permanency Advisory Committee and other work groups as assigned. Works closely with other members of the team in coordinating policy development.</p> <p>Provides oversight of the adoption program and strategically plans for short and long range planning including post adoption services.</p> <p>Writes and submits portions of the federal Comprehensive Child and Family Services State plan for submission on an annual basis. Must interpret in writing the federal Program Instructions and integrate it into the overall policy and practice for compliance.</p>
50%	E	<p>Provides training and technical assistance to case management provider and DCF staff in four management regions in order to maintain uniform practice and prevent inefficiencies in service delivery to children and adoptive families. This may be done in coordination with other program areas within DCF.</p> <p>Participates in case read and continuous performance improvement activities. Gathers, organizes, interprets and analyzes program information using quantitative and qualitative data to inform program improvement. Draws conclusions and makes recommendations to the Administrator and to the field. Participates in the CFSR program improvement plan workgroup and monitors compliance.</p> <p>Reviews monthly reports for adoption contracts and other reports related to children in the adoption program. Works with the contractor to improve performance.</p>

	Responds and provides technical assistance and support to staff and others on individual concerns and helps resolve complex case issues
	Maintains overall responsibility for the operation of the Adoption Program. Answers questions posed by other DCF programs, agencies or consumers.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( X ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.  
(X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.  
( ) Major program failure, major property loss, or serious injury or incapacitation.  
( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform duties could result in potential loss of and/or wasteful expenditure of federal funds, impede service delivery to clients, disable private agency operations, and put this agency in jeopardy of legal action.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Regular and frequent contacts with regional office staff, providers, stakeholders, grantees, other contracting agencies, consumers and public are a necessary part of the management of the Adoption program.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

High stress related to responsibility level of work, short deadlines and responses to the field. Normal hazards related to use of office equipment. Travel is required.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of personal computer for email and software for report management and monitoring. Telephone, fax, copy machine and automobile are used frequently.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Two years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

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Education or Training - special or professional

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Licenses, certificates and registrations

Must maintain social work license and current driver's license.

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Special knowledge, skills and abilities

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Experience - length in years and kind

Preferred: A Bachelor's degree in social work and license to practice plus one year of administrative experience in child welfare programs. Leadership ability and independent work experience in management of programs.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date